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Parts I and II  
*September 2002*

# **AFSC 1C3X1 COMMAND POST SPECIALTY**



## **CAREER FIELD EDUCATION AND TRAINING PLAN**

**COMMAND POST SPECIALTY  
AFSC 1C3X1**

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**COMMAND POST SPECIALTY  
AFSC 1C3X1  
CAREER FIELD EDUCATION AND TRAINING PLAN**

**Part I**

***Preface***

1. This Career Field Education and Training Plan (CFETP) is a comprehensive training document that identifies life-cycle training and education requirements, training support resources, and upgrade requirements for Air Force Specialty Code (AFSC) 1C3X1. This CFETP provides personnel a clear career path to enhance an individual's chance for success in their Air Force career and instills rigor in unit level training. AFRC and ANG career paths will differ from the career paths depicted in this document.

2. This CFETP consists of two parts. Both parts of the plan are used by supervisors to plan, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each level with specialty qualifications (i.e., knowledge, education, training, and other); Section D indicates resource constraints (i.e., funds, manpower, equipment, and facilities); and Section E identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks and technical references to support training, Air Education and Training Command (AETC) conducted training, core/wartime tasks, and correspondence course requirements; Section B contains the Course Objective List (COL) and training standards supervisors use to determine if airmen have satisfied training requirements; Section C identifies available support materials. An example is a Qualification Training Package (QTP), which may be developed to support proficiency training. These packages are indexed on the Air Force Publications web site, *Numerical Index of Specialized Educational Training Publications*. Section D identifies a training course index supervisors use to determine resources available to support training. Included here are both mandatory and optional courses; Section E identifies MAJCOM unique training requirements supervisors use to determine additional training required for the associated qualification needs.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

## ***ABBREVIATIONS/TERMS EXPLAINED***

**Advanced Training (AT).** Formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/ knowledge to enhance expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

**Advanced Distributed Learning (ADL).** A formal course developed in a distance learning format that allows airmen assigned anywhere in the world to complete the craftsman training course via the Internet.

**Air Force Career Field Manager (AFCFM).** Determines training needs, requirements, and resources for the entire career field. Sole waiver authority for training deviations.

**Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS).** A comprehensive task list, which describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

**Air Reserve Component (ARC).** All units, organizations and members of the Air National Guard (ANG) and the Air Force Reserve Command (AFRC).

**Allocation Curves.** The relation of hours of training in different training settings to the degree of proficiency, which can be achieved on specified performance requirements.

**Apprentice Course.** A formal resident course, which results in award of the AFSC and the 3-skill level.

**Basic Military Training.** The initial military training course for new Air Force members. The course provides the individual with a basic foundation and introduction to Air Force history, customs and courtesies, physical fitness, and military bearing.

**Career Development Course (CDC).** A self-paced course using independent knowledge training materials mandatory for career progression and award of the 5-skill level.

**CFETP.** A comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, eliminate duplication, and ensure this training is budget defensible.

**Career Training Guide (CTG).** A document that uses Task Modules (TMs) in lieu of tasks to define performance and training requirements for a career field.

**Continuation Training.** Additional training exceeding initial requirements with emphasis on present or future duty assignments.

**Core Task.** Tasks the AFCFM identifies as minimum qualification requirements within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC.

**COL.** A publication derived from the initial or advanced skills course training standard, identifying the task and knowledge requirements, and respective standards needed to achieve a 3, 5, and 7-skill level in this career field. Supervisors use the COL to assist in conducting Graduate Assessment Surveys (GAS) in accordance with AFI 36-2201, *Developing, Managing, and Conducting Training*.

**Distance Learning (DL).** Includes video teleseminar (VTS), video teletraining (VTT), and computer based training (CBT). Formal courses that a training wing or a contractor develops for export to a field location (in place of resident training) for trainees to complete without the on-site support of the formal school instructor.

**Enlisted Specialty Training (EST).** A mix of formal training (resident and non-resident) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

**Exportable Training.** Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

**Field Technical Training (Type 4).** Special or regular on-site training conducted by a field training detachment (FTD) or by a mobile training team (MTT).

**Graduate Assessment Survey (GAS).** A survey sent from the technical training wing (evaluations branch) to supervisors of recent 3-skill level course graduates. Supervisors use this survey to provide feedback on the effectiveness of the technical training course/program as outlined in the STS.

**Instructional System Development (ISD).** A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance.

**MAJCOM Functional Manager (MFM).** Individual who, through extensive experience and training, has demonstrated managerial ability to plan, direct, coordinate, and control a career field or support an area functional specialty within the major and unified command.

**Master Task Listing (MTL).** A comprehensive task list common to all persons serving in the described duty section. Supervisors must use MTLs to document task qualifications.

**Occupational Badge.** When worn, reflects the degree of experience and training in the career field. The following guidance will be followed for enlisted personnel: Wear the basic badge after completing technical school; wear the senior badge after award of the 7-skill level; and wear the master badge as a Master Sergeant or above with 5 years in the specialty from award of the 7-skill level. **EXCEPTION:** Chief Master Sergeants crossflowed into a new CEM Code wear the basic badge of their new career field upon award of the CEM Code, the senior badge after 12 months, and the master badge after 5 years.

**Occupational Survey Report (OSR).** A detailed report showing the results of an occupational survey of the tasks performed within a particular AFS.

**Office of Primary Responsibility (OPR).** Agency charged with responsibility for a project or tasking.

**On the Job Training (OJT).** Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

**Optimal Training.** The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

**Proficiency Training.** Additional training, either resident or exportable advanced training courses, or OJT, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

**Qualification Training (QT).** Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel OJT program occurs both during and after the upgrade training process. It is designed to develop the performance skills required to do the job.

**QTP.** An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

**Representative Sites.** Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs within the Training Impact Decision System (TIDES).

**Resource Constraints.** Deficiencies such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

**Specialty Training Package and COMSEC QTP.** A composite of lesson plans, test material, instructions, policy, doctrine, and procedures necessary to conduct training. These packages are prepared by AETC, approved by National Security Agency (NSA), and administered by qualified Communications Security (COMSEC) personnel.

**STS.** An Air Force publication that describes skills and knowledge an airman in a particular AFS needs on the job. It further serves as a contract between AETC and the functional user to show overall training requirements for an AFSC that are taught in formal schools and learned through correspondence and ADL courses.

**Standard.** An exact value, either a physical entity or an abstract concept established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A fixed quantity or quality.

**Student Training Requirement.** The total number of student requirements for a given course. For initial skills courses, this includes the Trained Personnel Requirement (TPR) and additional requirements to compensate for attrition, plus all other requirements (Air National Guard, Reserves, and other services). For supplemental and advanced courses, it is the total of all requirements for a course in a given fiscal year.

**Subject Matter Expert (SME).** An individual qualified in a particular specialty and who is consulted with for his/her subject matter expertise or knowledge of the specialty.

**TM.** A group of tasks performed within an AFS that are performed together and require common knowledge, skills, and abilities. An identification code and a statement identify TMs.

**Total Force.** All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

**TPR.** The total Air Force production requirements for a given initial skills course in order to maintain the proper skill level requirements in a career field. It is expressed as non-prior service, retrainees, or a combination of both. It does not include Air National Guard, Reserves, or other services.

**Training Capacity.** The capability of a training setting to provide training on specified requirements, based on the availability of resources.

**Training Impact Decision System (TIDES).** Computer-based decision support technology designed to assist AFCFMs in making critical judgments relevant to what training should be provided personnel within career fields, when training should be

provided (at what career points), and where training should be conducted (training setting).

**Training Planning Team (TPT).** Comprised of the same personnel as a Utilization and Training Workshop (U&TW), however TPTs are more intimately involved in training development, and the range of issues is greater than is normal in the U&TW forum.

**Training Requirements Analysis.** A detailed analysis of tasks for a particular AFS to be included in the training decision process.

**Training Setting.** The type of forum in which training is provided (formal resident school, OJT, field training, MTT, self-study, etc.).

**Upgrade Training (UGT).** Mandatory training, which leads to attainment of a higher level of proficiency.

**Utilization and Training Pattern.** A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or AFS. There are two types of patterns: (1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have been or are assigned; and (2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

**U&TW.** A forum, which includes the AFCFM, MFMs, SMEs, and AETC training personnel to determine career ladder training requirements.

**Wartime Task.** Any task(s) identified by higher headquarters for personnel to perform during contingencies or wartime, which are taught when courses are accelerated in a wartime environment.

## ***Section A - General Information***

**1. Purpose.** This CFETP provides information necessary for AFCFMs, MFMs, commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course requirements for award of the 3, 5, 7, and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training



used for selected airmen. Proficiency training is additional training, either resident or ADL courses, or OJT, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field's training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education and training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints, which impact full implementation of the desired career field training process.

**2. Use.** The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop or revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP's mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or ADL courses can satisfy identified requirements. MAJCOM-developed training to support this AFS must be identified for inclusion in the plan.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

**3. Coordination and Approval.** The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II will eliminate duplicate training.

### ***Section B - Career Progression and Information***

**4. Specialty Description.** The information listed below can be found in AFMAN 36-2108, *Airman Classification*, which contains current and complete specialty qualification data.

CEM Code 1C300

AFSC 1C391 Superintendent

AFSC 1C371 Craftsman

Journeyman AFSC 1C351

Apprentice AFSC 1C331

Helper AFSC 1C311

**4.1. Specialty Summary.** Manages and performs activities within command posts (CP), operations centers, and command centers. Provides command, control, communications, and information support. Receives and relays command and control (C2) instructions and records, collects, processes, and submits manual and automated data products.

Establishes procedures for operational reports, readiness reports, and the Status of Resources and Training System (SORTS) report. Reports international treaty compliance information. Uses communications systems and consoles to affect positive control of assigned forces and weapons systems. Ensures compliance with policies and procedures. Related DoD Occupational Subgroup: 250.

**4.2. Duties and Responsibilities.**

4.2.1. Performs nuclear C2 actions in the execution of Single Integrated Operations Plan, and directs conventional C2 actions supporting Emergency Plans, Operations Orders, and Operations Plans. Relays C2 instructions for launch, execution, diversion, recall, evacuation, recovery, recycle, and reconstitution of forces. Coordinates and executes search and rescue activities. Receives, processes, and disseminates emergency action messages via voice and record copy. Coordinates with other agencies and organizations during planning, executing, and evaluation phases of CP operations. Initiates, receives, and takes action on alert messages. Flight-follows aerospace resources and monitors mission status. Ensures proper use and control of resources and classified material. Develops and evaluates CP processes. Ensures operational readiness and adherence to standards. Recommends actions to correct CP deficiencies. Maintains and disseminates local and worldwide forecasts and current weather. Ensures existing directives for executing and controlling assigned forces are understood and properly applied.

4.2.2. Prepares and submits operational, readiness, and SORTS reports. Analyzes and disseminates information derived from operational and readiness reports. Develops operational reporting procedures. Manages base-wide SORTS program. Develops procedures, maintains databases, trains personnel, and conducts staff assistance visits. Ensures SORTS data is current and accurate. Monitors and reports information on international treaty requirements and aerospace assets. Reports aerospace mission readiness and disposition of forces information.

4.2.3. Operates and monitors voice, data, and missile warning and alerting systems. Develops, maintains, and initiates quick reaction checklists supporting situations such as suspected or actual sabotage, nuclear incidents, natural disasters, aircraft accidents or incidents, evacuations, dispersal, and space systems anomalies. Maintains operational status displays. Maintains proficiency in Theater Battle Management Core Systems (TBMCS) and aircraft flight following systems. Establishes staffing, communications, and facility requirements.

4.2.4. Maintains and provides Communications Security (COMSEC) to include receiving, safeguarding, utilizing, inventorying, and destroying COMSEC material. Maintains CP security, and performs entry control and escort procedures.

4.2.5. Performs administrative actions. Compiles and maintains entry authority list. Maintains International Civil Aviation Organization document and posts changes to the foreign clearance guide. Coordinates and provides input to base support plans.

**4.3. Specialty Qualifications.**

4.3.1. **Knowledge.** Knowledge is mandatory of: Air Force organization and administration; CP supporting data systems and reporting; automated data processing equipment use, capabilities, and limitations; techniques of presenting data; data collection procedures and summary techniques; purpose of CP for preparing, executing, and controlling assigned forces; emergency actions and directives; command weapon systems movement and transfer procedures; and encode, decode, and authorization procedures used by command of assignment.

4.3.2. **Education.** For entry into this specialty, completion of high school is desirable.

4.3.3. **Training.** For award of the AFSC 1C331, completion of the CP apprentice course is mandatory.

4.3.4. **Experience.** The following experience is mandatory for award of the AFSC indicated:

4.3.4.1. **1C351.** Qualification in and possession of AFSC 1C331. Also, experience in functions such as handling automated operational data, controlling input and output from automated CP systems using data processing devices, data coding methods, and communication operations.

4.3.4.2. **1C371.** Qualification in and possession of AFSC 1C351. Also, experience performing or supervising functions of CP operations.

4.3.4.3. **1C391.** Qualification in and possession of AFSC 1C371. Also, experience managing and directing CP functions.

4.3.5. **Other.** The following are mandatory as indicated:

4.3.5.1. For entry into this specialty:

4.3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

4.3.5.1.2. See AFMAN 36-2108, Attachment 39, for additional entry requirements.

4.3.5.2. For entry, award, and retention of these AFSCs:

4.3.5.2.1. Continued demonstration of mental and emotional stability.

4.3.5.2.2. Ability to speak clearly and distinctly in both a normal and stressed environment.

4.3.5.3. For award and retention of AFSC 1C331/51/71/91/00, eligibility for a Top Secret security clearance according to AFI 31-501, *Personnel Security Program Management*.

(NOTE: Award of the 3-skill level without a final Top Secret clearance is authorized provided an interim secret has been granted according to AFI 31-501).

**5. Skill/Career Progression.** Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

5.1. **Apprentice (3-Skill Level).** Completion of the CP Apprentice Course and initiation of all security investigation request forms (SF 86, AF Form 2583, and DD Form 1879) for a Top Secret clearance are mandatory for award of the 3-skill level. Upon completion of the CP Apprentice Course, a trainee will work with a trainer to enhance their knowledge and skills. They will utilize the CDC and Task Qualification Training to progress in the

career field. Once task certified, a trainee may perform the task unsupervised. Award of the 3-skill level without a final Top Secret clearance is authorized provided an interim secret has been granted according to AFI 31-501).

**5.2. Journeyman (5-Skill Level).** Completion of the CDCs and all 5-skill level core tasks. Once upgraded to the 5-skill level, a journeyman will enter into continuation training to broaden their experience base. Individuals will use their CDCs to prepare for promotion testing under WAPS. Individuals will attend Airman Leadership School (ALS), the entry-level Professional Military Education (PME) program. They should continue their off-duty education toward a CCAF degree.

**5.3. Craftsman (7-Skill Level).** Completion of the 7-skill level ADL course and all 7-skill level core tasks. A craftsman can expect to fill various supervisory and management positions, and should take courses or obtain added knowledge on management of resources and personnel. Continued academic education through CCAF and higher degree programs is encouraged. In addition, when selected or promoted to TSgt, individuals will attend the Noncommissioned Officer (NCO) Academy, which provides more in-depth PME than received in ALS.

**5.4. Superintendent (9-Skill Level).** Completion of all formal training and OJT requirements. SMSgt/SMSGT selects and selected MSGTs will attend the Senior NCO Academy Resident Course (or by correspondence for ARC). A 9-skill level can be expected to fill positions such as NCOIC, superintendent, and various staff positions/jobs. Additional training in the areas of budget, manpower, resources and personnel management should be pursued through continued education. Higher education, completion of courses outside of the career AFSC, and completion of Sister Service equivalent PME are also recommended and encouraged.

**6. Training.** The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the CP career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disorganized/disjointed training approach.

**6.1. 3-Skill Level Requirement.** Initial/entry level training will be developed and taught by AETC. AFSC 1C331 is awarded following successful completion of CP Apprentice Course, course number E3ABR1C331 XXX.

**6.2. 5-Skill Level Upgrade Requirements.** AFSC 1C351 is awarded following successful completion of 15 months UGT (minimum 9 months UGT for retrainees), all core task items, and CDC 1C351, CP Journeyman. Unit or mission-specific skills and knowledge are locally determined and taught.

**6.3. 7-Skill Level Upgrade Requirements.** AFSC 1C371 is awarded following successful completion of the 7-skill level ADL course (CP Craftsman, course number E6ACS1C371 XXX, which was designed to provide enhanced training to progress toward a fully qualified CP craftsman. Additional requirements include completion of 12 months UGT and all core task items, and attainment of the grade of SSgt .

**6.4. Proficiency Training.** Additional training, either resident, exportable or OJT training to increase skills and knowledge beyond minimum upgrade requirements. MAJCOMs identify required proficiency training in their respective QTP.

**7. CCAF.** Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associates in Applied Science Degree. In addition to the associate degree program, CCAF offers the following:

**7.1. Occupational Instructor Certification.** As directed by MAJCOM guidance.

**7.2. Trade Skill Certification.** When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. CCAF uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

**7.3. Degree Requirements.** Successful completion of the criteria below and award of the 5-skill level will lead to award of an Associates in Applied Science Degree in Information Systems Technology through CCAF for our AFSC. The CCAF Catalog details the requirements for award of the CCAF degree. Obtain additional information on CCAF degrees and requirements through your base education office, or the CCAF representative at Maxwell AFB, AL, DSN 493-2043.

	<i>Semester Hours</i>
Technical Education .....	24
Leadership, Management, and Military Studies .....	6
Physical Education .....	4
General Education .....	15
Program Elective .....	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
Total .....	64

**7.3.1. Technical Education (24 Semester Hours):** A minimum of 12 semester hours of technical core subjects/courses must be applied. The remaining semester hours are applied from either technical core/technical elective courses.

### **Technical Core**

<i>Subjects/Courses</i>	<i>Semester Hours</i>
Airborne Information Systems .....	12
Broadcast Information Systems .....	9
Broadcast Information Systems Management .....	6
CCAF Internship .....	16
Command and Control Information Systems .....	9
Communication-Electronics Program Management .....	12
Communication Networking .....	6
Computer Security .....	6
Data Information Systems .....	9
Data Information Systems Management .....	6
Personnel Data Systems .....	12
Telecommunications Administration .....	3

Telecommunications Industry Regulation .....	3
Telecommunications Technology .....	6

### Technical Electives

<i>Subjects/Courses</i>	<i>Semester Hours</i>
AF Enlisted Professional Military Education .....	12
Basic Accounting .....	3
Business Mathematics/Statistics .....	3
Computer Science .....	12
Data Communications .....	3
FCC General Radiotelephone Operator's License .....	9
Mathematical Spectrum Analysis .....	6
Radio Communications .....	6
Typing/keyboarding .....	3

**7.3.2. Leadership, Management, and Military Studies (6 Semester Hours):** May be satisfied from Professional Military Education, civilian management courses, and/or testing credit.

**7.3.3. Physical Education (4 Semester Hours):** This requirement is satisfied by completion of Basic Military Training.

**7.3.4. General Education (15 Semester Hours):** This requirement is satisfied by application of courses in transfer or by testing credit. Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

<i>Subjects/Courses</i>	<i>Semester Hours</i>
Oral Communication .....	3
Speech	
Written Communication .....	3
English Composition	
Mathematics .....	3
Intermediate algebra or a college-level mathematics course is required.	
If an acceptable mathematics course is applied as a technical or program elective, a natural science course meeting GER application criteria may be applied as a general education requirement.	
Social Science .....	3
Anthropology, Archaeology, Economics, Geography, Government, History, Political Science, Psychology, Sociology	
Humanities .....	3
Fine Arts (Criticism, Appreciation, Historical Significance), Foreign Language, Literature, Philosophy, or Religion	

**7.3.5. Program Elective (15 Semester Hours):** Satisfied with applicable technical education; leadership, management, and military studies; or general education subjects/courses, including natural science courses meeting GER application criteria. Six

semester hours of CCAF degree applicable technical credit, otherwise not applicable to this program may be applied. See CCAF General Catalog for details regarding an Associates of Applied Science Degree for this specialty.

**7.4. Off-duty Education.** Additional off-duty education is a personal choice and encouraged for all. Individuals desiring to become an AETC Instructor should actively pursue an associates degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

## **8. Career Field Path.**

**8.1.** Table 8.1 depicts typical duty positions in the CP career field by grade level. This table is intended as a guide only to provide airmen and NCOs a “snapshot” of possible duty positions in planning their careers and duty assignments.

Table 8.1. Duty Position Table	GRADE REQUIREMENTS		
Duty Position	Avg Grade	Avg Years	High Year Tenure
Helper/Apprentice Console Controller	AB AMN	6 months	
Console Controller, Operational Reports/SORTS	A1C	16 months	
Instructor, Console Controller, Reports Controller	SRA	3	10
Senior Controller, NCOIC Reports, NCOIC Training, Console Controller, Reports Controller, Instructor, Joint Special Duty, Air Staff/MAJCOM Staff NCO	SSG	7.5	20
NCOIC CP, Senior Controller, NCOIC Reports, NCOIC Training, Instructor, Joint Special Duty, Air Staff/MAJCOM Staff NCO	TSG	13	22
CP Superintendent, NCOIC CP, NCOIC Reports, Training Manager, Instructor, Joint Special Duty, Air Staff/MAJCOM	MSG	16	24
MFM, Command Center/CP Superintendent, Chief of Policy and Procedures, MAJCOM IG, Joint Special Duty	SMS	19	26
AFCFM, MFM, Command Center Supt, Chief of Policy and Procedures, MAJCOM IG, Joint Special Duty, CCM, Chief Enlisted Manager (CEM)/Directorate Enlisted Manager	CMS	22	30

## 8.2. Enlisted Education and Training Path.

8.2.1. The following table shows the education and training path sequence and timeline for progression in the 1C3X1 career field.

<b>Table 8.2. Enlisted Education and Training Path</b>				
Education and Training Requirements	GRADE PROGRESSION PATH			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
<b>Basic Military Training school</b>	Amn	6 months		
<b>Apprentice Technical School (3-Skill Level)</b>	A1C	16 months		
<b>Upgrade To Journeyman (5-Skill Level)</b> - Minimum 9 months UGT for retrainees, and 15 months for normal UGT. - Complete all core tasks. - Complete appropriate CDC.	SrA	3 years	28 months	10 years
<b>Airman Leadership School (ALS)</b> - Must be a SrA with 48 months time in service or be a SSgt select. - Resident graduation is a prerequisite to sew on SSgt (Active Duty Only).	SSgt	7.5 years	3 years	20 years
	<b><u>Trainer</u></b> - Recommended by supervisor, and appointed by commander in writing. - Qualified and certified on tasks to be trained; must attend a formal AF trainer course.			
<b>Upgrade To Craftsman (7-Skill Level)</b> - Minimum rank of SSgt. - Complete minimum 12 months UGT. - Complete all core tasks. - Complete 7-skill level ADL/craftsman course. - Must be 7-skill level to sew on TSgt.	TSgt	13 years	5 years	22 years
	<b><u>Certifier</u></b> - Appointed by the commander in writing. - Task qualified and certified, and someone other than the trainer. - Be at least a SSgt 5-level or civilian equivalent. - Attend a formal AF certifier course.			
<b>NCO Academy (NCOA)</b> - Must be a TSgt or TSgt select. - Resident graduation is a prerequisite to sew on MSgt (Active Duty Only).	MSgt	16 years	8 years	24 years
<b>Upgrade to Superintendent (9-Skill Level)</b> USAF Senior NCO Academy (SNCOA) - Must be a CMSgt select, SMSgt, SMSgt select, or selected MSgt. - Resident graduation is a prerequisite to sew on CMSgt (Active Duty Only).	SMSgt	19 years	11 years	26 years
<b>Upgrade To CEM</b> - Must be a resident graduate of SNCOA (Active Duty Only).	CMSgt	22 years	14 years	30 years



## ***Section C - Skill Level Training Requirements***

**9. Purpose.** Skill level training requirements in this career field are defined in terms of task and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS in Part II, Sections A and B of this CFETP.

### **10. Specialty Qualification Requirements.**

#### **10.1. Apprentice (3-Skill Level) Training:**

**10.1.1. Knowledge.** Knowledge is mandatory of: duties and functions associated with a CP; procedures for receipt, issue, inventory, and destruction of COMSEC material; elements of operations security (OPSEC) and computer security (COMPUSEC); maintaining classified material; requirements for personnel reliability program; proper safety procedures in a CP environment; Global Command and Control System (GCCS) description; purpose and types of CP training programs; rescue and recovery terms and procedures; processing operational and administrative message traffic; and the purpose of SORTS.

**10.1.2. Education.** Completion of high school is desirable.

**10.1.3. Experience.** Experience is mandatory in functions such as: processing and using automated operational data; using C2 data processing devices; data coding methods; and performing command post functions.

**10.1.4. Training.** Initial skills training in this specialty consist of the tasks and knowledge provided in the 3-skill level resident course (*E3ABR1C331 XXX*) located at Keesler AFB, MS. The decision to train specific tasks and knowledge items in the initial skills course is based on a review of OSR data and 1C3X1 SME input. Tasks and knowledge training requirements are identified in the STS in Part II, Sections A and B. Individuals must complete the CP apprentice course for award of AFSC 1C331.

**10.1.5. Other.** Eligibility for a Top Secret security clearance, speaking clearly and distinctly, typing 14 words per minute, and normal color vision are required for award of this AFSC.

**10.1.6. Training Sources and Resources.** Completion of course *E3ABR1C331 XXX* satisfies the knowledge and performance requirements specified in the specialty qualification portion of Part I, Section B, for award of the 3-skill level.

**10.1.7. Implementation.** Entry into training occurs upon completion of basic military training or an approved retraining from another AFSC. Basic trainees selected for AFSC 1C3X1 are screened during basic military training to ensure they meet the minimum requirements for entry and award of this AFSC. Applicants applying for retraining into this AFSC must be interviewed by the local CP chief or NCOIC/superintendent to determine suitability for CP duties, and meet the minimum requirements for entry and award of this AFSC as specified in Section B. If no CP exists, individuals must be interviewed and recommended by their commander for entry into AFSC 1C3X1, and recommendations must be reviewed and approved by the MFM. Successful completion

of the Apprentice Course results in award of the 3-skill level.

## **10.2. Journeyman (5-Skill Level) Training:**

**10.2.1. Knowledge.** Knowledge is mandatory of: Air Force directives controlling movement and transfer of command weapons systems; encode, decode, and authentication procedures and systems peculiar to the command of assignment; exact procedures for implementing command emergency actions; CP missions and plans for force preparation, execution, control, recall, diversion, recycle, and recovery; Air Force organization; maintaining files and publications; CP automated and manual reporting systems; types of required recurring and special CP reports; capabilities of manual and automated systems; methods of editing input and output data; and techniques for presenting data.

**10.2.2. Experience.** Experience is mandatory in: maintaining physical security for a CP; implementing Helping Hand and Covered Wagon procedures; implementing force protection conditions (FPCONs) and information operations conditions (INFOCONs); coordinating flying operations and aircraft flight following procedures; using encode and decode methods; processing EAMs; operating communications systems, automated data processing equipment, and C2 information processing equipment; using time and location reference systems; translating and disseminating weather information; conducting briefings; processing operational reports; and maintaining CP displays and logs.

**10.2.3. Training.** Individuals must complete the following for upgrade to the 5-skill level: the 5-skill level CDC, all core tasks identified in the STS, and a minimum of 15 months UGT (9 months UGT for retrainees). Additional qualification training becomes necessary when personnel transfer to another duty position, the unit mission changes, a new piece of equipment or weapons system is employed, or anytime new techniques or procedures are developed.

**10.2.4. Training Resources.** Successful completion of CDC 1C351 satisfies most of the knowledge requirements required for upgrade to the 5-skill level. The STS in Part II, Section A of this CFETP and MAJCOM QTP provide the knowledge and task requirements for qualification in a particular duty position. Core tasks identified in Part II, Section A, of this CFETP must be completed prior to upgrade to the 5-skill level.

**10.2.5. Implementation.** Enrollment in CDC 1C351 takes place after completion of the CP Apprentice Course and arrival at the first permanent duty station. Successful completion of the CDC, completion of appropriate 5-skill level STS core tasks, and 15 months experience (9 months for retrainees) in the duty position assigned are required for upgrade to the 5-skill level.

## **10.3. Craftsman (7-Skill Level) Training:**

**10.3.1. Knowledge.** Knowledge is mandatory of: C2 missions and plans for force preparation, execution, control, recall, diversion, recycle, and recovery; procedures for implementing command emergency actions and directives; command weapons systems movement and transfer procedures; use of encode, decode, and authentication procedures; purpose of CP for preparing, executing, and controlling assigned forces; C2 supporting data systems and reporting; automated data processing equipment capabilities and limitations; data collection procedures and summary techniques; techniques for auditing, analyzing, and presenting CP data; and Air Force organization and administration.

**10.3.2. Experience.** Qualification is mandatory as a CP Journeyman. Experience is

mandatory in: directing CP functions and supervising or training CP controllers performing CP duties.

10.3.3. **Training.** Individuals must complete the following for upgrade to the 7-skill level: all core tasks identified in the STS, the 7-skill level ADL/craftsman course, and a minimum of 12 months UGT.

10.3.4. **Training Resources.** Successful completion of course *E6ACSI1C371 XXX* satisfies the knowledge and task requirements specified in the specialty knowledge section above for award of the 7-skill level. Core tasks identified in Part II, Section A, of this CFETP must be completed prior to the award of the 7-skill level.

10.3.5. **Implementation.** Minimum grade of SSgt select 5-skill levels are eligible to be enrolled and begin the 7-skill level ADL/craftsman course. Enrollment for the 7-skill level ADL/craftsman course for active duty is handled by AFPC; for ARC, enrollment is handled by the unit training manager. Attainment of the grade of SSgt and successful completion of the 7-skill level ADL/craftsman course and 12 months UGT results in award of the 7-skill level. Completion of all applicable STS core task items are required.

#### 10.4. **Superintendent (9-Skill Level) Training:**

10.4.1. **Knowledge.** Command weapons systems movement and transfer procedures; purpose of CP for preparing, executing, and controlling assigned forces; Joint Operations and Doctrine; emergency actions and directives; encode, decode, and authentication procedures used by command of assignment; maintenance coordination functions and procedures; C2 supporting data systems and reporting; automated data processing equipment use, capabilities, and limitations; data collection procedures and summary techniques; techniques of presenting data; and Air Force organization and administration.

10.4.2. **Experience.** Supervising and directing all aspects of CP operations including training, operational reporting and personnel management; data coding methods; properly using data processing devices; and functions such as processing automated operational data and reports.

10.4.3. **Training.** To be awarded AFSC 1C391, individual must be a SMSgt and have completed the Senior NCO Academy Resident Course (or by correspondence for ARC).

10.4.4. **Training Resources.** Successful completion of the USAF Senior NCO Academy Resident Course partially satisfies the knowledge requirements of the specialty knowledge section above. Completion of all applicable QTPs should satisfy remaining knowledge and experience requirements listed above.

10.4.5. **Implementation.** CMSgt selects, SMSgts, SMSgt selects, and selected MSgts are eligible to attend the USAF Senior NCO Academy at Gunter AFB, AL. Completion of the SNCO Academy Resident Course (or by correspondence for ARC) and sew on of SMSgt is required for award of the 9-skill level. Completion of the SNCO Academy Resident Course (or by correspondence for ARC) is mandatory before assuming the grade of CMSgt. **EXCEPTION:** MSgts or SMSgts who completed the SNCO Academy Correspondence Course prior to 21 Jun 93 will retain their 9-skill level.

## ***Section D. Resource Constraints***

**11. Purpose.** This section identifies known resource constraints for the CP Apprentice Course that preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what affect each constraint will have on training are included. Also included in this statement are actions required, office of primary responsibility and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

**11.1. Constraint.** STS element 8.9.2, Operate Theater Battle Management Core Systems (TBMCS) (2b/A). The course does not have the necessary hardware/software to conduct performance training (2b) and will instruct at the knowledge level (A) for one year. If this constraint is still in place at the end of one year, the STS element will revert to knowledge only tasking.

**11.1.1. Impact.** The task can be taught only to the basic subject knowledge level.

**11.1.2. Resources Required.** Hardware, software, and instructor SME training.

**11.1.3. Actions Required.** The functional community must provide the necessary resources to conduct performance-based training.

**11.2. Constraint.** STS element 10.13, Use Defense Message System (2b/A). The course does not have the necessary hardware/software to conduct performance training (2b) and will instruct at the knowledge level (A) for one year. If this constraint is still in place at the end of one year, the STS element will revert to knowledge only tasking.

**11.2.1. Impact.** The task can be taught only to the basic subject knowledge level.

**11.2.2. Resources Required.** Hardware, software, and instructor SME training

**11.2.3. Actions Required.** The functional community must provide the necessary resources to conduct performance-based training.

## ***Section E. Transitional Training Guide - None***

## Part II

### *Section A - Specialty Training Standard*

**1. Implementation.** This STS will be used for technical training provided by AETC for 3-skill level classes beginning on 21 Jan 2003 and graduating on 3 Mar 2003 and 7-skill level classes beginning 21 Jan 2003 and graduating on 20 Apr 2003.

**2. Purpose.** As prescribed in AFI 36-2201, this STS:

2.1. Lists in column 1 (Tasks, Knowledge, and Technical References) the most common tasks, knowledge, and Technical References (TR) necessary for airmen to perform duties in the 3, 5, and 7-skill level. Items in column 2 marked with an asterisk (\*) are core tasks required to be upgraded to the 7-skill level. Items in column 2 marked with a double asterisk (\*\*) are core tasks required to upgrade to the 5 and 7-skill level. Items in column 2 marked with a (#) are trained during wartime.

2.2. Provides certification for OJT. Column 3 is used to record completion of task and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date.

2.3. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See CADRE/AFSC/CDC listing maintained by the unit training manager for current CDC listings.

2.4. **Qualitative Requirements.** Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and CDCs.

2.5. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, **On-The-Job Training Record**, and used according to AFI 36-2201.

When used as a JQS, the following requirements apply:

2.5.1. **Documentation.** Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. **NOTE:** The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their Career Field.

2.5.2. **Transcribing from Old Document to CFETP.** Evaluate current qualifications and when verified, recertify using the following guidance:

2.5.2.1. Tasks Previously Certified and Required in Current Duty Position (Core/Critical Tasks). Indicate current date as stop date, trainee's initials, and certifier's initials.

2.5.2.2. Tasks Previously Certified and Required in Current Duty Position (Non-Core/Non-Critical Tasks). Indicate current date as stop date, trainee's initials, and trainer's initials.

2.5.2.3. Tasks Previously Certified, but Not Required in Current Duty Position. Carry forward only the previous completion date of certification (not the initials of another person).

2.5.2.4. If and when transcribed tasks become duty position requirements, recertify using standard certification procedures. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their prescribed role and must be listed in the identification block of Part II to the CFETP.

2.5.2.5. Give the member the old CFETP upon completion of transcription.

2.5.3. **Documenting Career Knowledge.** When a CDC is not available: the supervisor identifies STS training references the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFMAN 36-2108. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. *NOTE:* Career Knowledge must be documented prior to submitting a CDC waiver.

2.5.4. **Decertification and Recertification.** When an airman is found to be unqualified on a task previously certified for his/her position, the supervisor lines through the previous certification or deletes previous certification when using an automated system. Appropriate remarks are entered on the AF Form 623A, **On-The-Job Training Record Continuation Sheet**, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.6. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Senior NCOs with extensive practical experience in their career field, develop Specialty Knowledge Tests (SKTs) at the USAF Occupational Measurement Squadron. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 1 of AFI 36-2605, *Air Force Military Personnel Testing System*. WAPS is not applicable to the ARC.

**3. Recommendations.** Comments and recommendations are invited concerning the quality of AETC training. A Customer Service Information Line (CSIL) has been installed for the supervisors' convenience. For a quick response to concerns, call our CSIL at DSN 597-4566, or fax us at DSN 597-3790, or e-mail us at [81trg-tget@keesler.af.mil](mailto:81trg-tget@keesler.af.mil). Reference this STS, or CTS, and identify the specific area of concern (paragraph, training standard element, etc.)."

BY ORDER OF THE SECRETARY OF THE AIR FORCE  
OFFICIAL

CHARLES F. WALD, Lt Gen, USAF  
DCS, Air and Space Operations

<i>This Block Is For Identification Purposes Only</i>		<i>STS 1C3X1</i>
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name Of Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

### QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
<b>Task Performance Levels</b>	<b>1</b>	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	<b>2</b>	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	<b>3</b>	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	<b>4</b>	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
<b>*Task Knowledge Levels</b>	<b>a</b>	Can name parts, tools, and simple facts about the task. (Nomenclature)
	<b>b</b>	Can determine step-by-step procedures for doing the task. (Procedures)
	<b>c</b>	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	<b>d</b>	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
<b>**Subject Knowledge Levels</b>	<b>A</b>	Can identify basic facts and terms about the subject. (Facts)
	<b>B</b>	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	<b>C</b>	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	<b>D</b>	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
<p>Explanations</p> <p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p>		





1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See explanation on pg 19, Para 2.1)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
2. Security (Cont'd)												
2.5. Maintain Classified Material												
2.5.1. Control Classified Material	***#						1a/a		B		B	
2.5.2. Destroy Classified Information	***#						b		B		B	
2.5.3. Report Security Violations	***#						a		B		B	
2.5.4. Top Secret Control Officer (TSCO) Procedures							a		B		b	
2.6. Physical Security												
2.6.1. Maintain Security of Facilities	***#						2b		B		-	
2.6.2. Use Entry Control Procedures	***#						2b		B		-	
2.6.3. Implement Security Measures, such as; Helping Hand, Covered Wagon, Force Protection Condition, Information Condition	***#						2b		B		-	
2.7. Nuclear Weapons Personnel Reliability Program							A		B		-	
2.8. Nuclear Weapons Surety Program	***#						A		B		-	
2.9. Two-Person Concept							A		B		-	
2.10 Information Security	#						A		B		-	
3. AF Occupational Safety and Health (AFOSH) Program TR: AFI 91-301, 91-302.												
3.1. Purpose							A		-		-	
3.2. Workcenter Hazards of AFSC 1C3X1							A		-		-	
3.3. AFOSH Standards for AFSC 1C3X1							A		-		-	

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See explanation on pg 19, Para 2.1)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
<b>4. Supervision</b> TR: AFI 36-2406, 36-2503, 36-2907, 36-2908, 90-201, 90-202, 90-301.  <b>4.1. Orient New Personnel</b>  <b>4.2. Develop Job Descriptions</b> *  <b>4.3. Schedule Work Assignments and Priorities</b> *  <b>4.4. Establish Work Performance Standards</b> *  <b>4.5. Evaluate Work Performance of Subordinates</b> *  <b>4.6. Initiate Action to Counsel/Correct Substandard Work Performance</b> *  <b>4.7. Manpower Requirements</b>  <b>4.7.1. Unit Manning Document (UMD)</b>  <b>4.7.2. Unit Personnel Manning Roster (UPMR)</b>  <b>4.7.3. Authorization Change Request (ACR)</b>  <b>5. Training</b> TR: AFI 36-2201, AFI 36-2234, 36-2247.  <b>5.1. Initial (Certification)</b>  <b>5.2. Recurring</b>  <b>5.3. Refresher</b>  <b>5.4. Conduct On the Job Training (OJT)</b>  <b>5.4.1. Task Trainers</b>  <b>5.4.2. Task Certifiers</b>  <b>5.5. Maintain Training Records</b> **  <b>5.6 Develop Training Plans</b> *							-		-		2b	
							-		-		b	
							-		-		b	
							-		-		b	
							-		-		b	
							-		-		b	
							-		-		A	
							-		-		A	
							-		-		A	
							A		B		-	
							A		B		-	
							A		B		-	
							-		-		-	
							-		-		-	
							-		-		c	
							-		-		2b	

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See explanation on pg 19, Para 2.1)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
<b>6. Administration</b> TR: AFI 10-207, 33-360 Vol 1; AFMAN 33-326.												
6.1. Maintain Publications							-		A		-	
6.2. Maintain Filing Systems							-		A		-	
6.3. Develop Checklists	***#						-		A		2b	
6.4. Develop Operating Instructions (OIs)	*						-		A		2b	
<b>7. Command and Control (C2) Structure</b> TR: JP 3-0, JP 3-56.1, 6-02; AFI 10-207.												
7.1. Joint Structure							A		B		C	
7.2. Joint Operations							A		B		B	
7.3. Air Force Structure							A		B		C	
7.4. Command Post Unit Type Codes (UTCs)							A		B		C	
<b>8. Communications Equipment</b> TR: AFI 10-207, 33-106; ACP 167G.												
8.1. Operate Radios	***#						2b		B		-	
8.2. Operate Telephone Communications Consoles	***#						2b		B		-	
8.3. Operate Communications Recording Systems							-		B		-	
8.4. Operate Secure Voice Systems	***#						2b		B		-	
8.5. Operate Alerting /Notification Systems	***#						2b		B		-	
8.6. Apply Command Post Functions Using Computer Applications	**						2b		B		-	
8.7. Computer Security (COMPUSEC)	#						A		B		-	
8.8. Develop IT/NSS Requirements Documents							-		-		2b	

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See explanation on pg 19, Para 2.1)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
8. Communications Equipment (Cont)												
8.9. C2 Automated Systems												
8.9.1. Operate Global Command and Control System (GCCS)	**#						A		B		-	
8.9.2. Operate Theater Battle Management Core Systems (TBMCS)	#						2b/A		B		-	
8.9.3. Operate C2 Information Processing System (C2IPS)/GDSS II	#						2b		B		-	
9. Flying Operations TR: AFI 10-207, 13-201, 13-208, 13-213, 91-204.												
9.1. Use Internal and External Coordination Procedures	#						2b		B		C	
9.2. Flight Follow Aircraft	#						2b		B		C	
9.3. Implement Search and Rescue/Recovery Procedures	#						1a		B		B	
10. Operational Procedures TR: AFMAN 10-206, 33-326; AFI 10-207, 32-4001, 32-4002, 33-106, 91-204; ACP 121 USSUP1F; Unified and MAJCOM Directives.												
10.1. Maintain Events Log	**#						2b		B		-	
10.2. Maintain Command Post Displays	**#						2b		B		-	
10.3. Conduct Briefings such as; Shift Change, Operational	**#						2b		B		-	
10.4. Use Authentication Systems	**#						2b		B		-	
10.5. Process EAMs	**#						2b		B		-	

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See explanation on pg 19, Para 2.1)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
<b>10. Operational Procedures (Cont)</b>												
<b>10.6 Receive, Review, Interpret &amp; Disseminate Deployment Orders. TR: AFDD2-8.</b>							-		B		B	
<b>10.7 Receive, Review, Interpret &amp; Disseminate Air Tasking Orders TR: AFI 13-109 Vol 1.</b>							-		B		B	
<b>10.8. Use Quick Reaction Checklists</b>	**#						2b		B		-	
<b>10.9. Use Time Reference Systems</b>	**#						2b		B		-	
<b>10.10. Use Location Reference Systems, such as; Maps &amp; Charts</b>	**#						2b		B		-	
<b>10.11. Process Operational Reports</b>	**#						2b		B		-	
<b>10.12 Prepare USMTF Messages TR: AFPAM 10-709</b>	**#						2b		B		-	
<b>10.13. Use Defense Message System</b>	**#						2b/A		B		-	
<b>10.14. Disseminate Weather Information</b>	#						2b		B		-	
<b>10.15. Scramble Alert Aircraft</b>	#						2b		B		-	
<b>11. Status Of Resources and Training System (SORTS) Reports TR: AFI 10-201.</b>	#						A		B		-	
<b>12. Treaties</b>							A		-		-	

## ***Section B - Course Objective Lists***

4. Measurement. Each objective is indicated as follows: W indicates task or subject knowledge which is measured using a written test, PC indicates required task performance which is measured with a performance progress check, and W/PC indicates separate measurement of both knowledge and performance elements using a written test and a performance progress check.

5. Standard. The standard is 70-72% on written examinations. Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or part of the behavior until satisfactory performance is attained.

6. Proficiency Level. Most task performance is taught to the “2b” proficiency level which means the students can do most parts of the task, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step-by-step procedures for doing the task.

7. Course Objective. These objectives are listed in the sequence taught by Block of Instruction.

7.1. Apprentice Course: E3ABR1C331 008, Command Post Apprentice

7.1.1. Block I

7.1.1.1. Command and Control Introduction and Structure

7.1.1.1.1. Identify characteristics of the Joint Command Structure. STS: 7.1 Meas: W

7.1.1.1.2. Identify characteristics of the Global Command and Control System (GCCS). STS: 8.10.1 Meas: W

7.1.1.1.3. Identify characteristics of the Air Force Command Structure. STS: 7.2.1, 7.2.2 Meas: W

7.1.1.1.4. Identify characteristics of a command post. STS: 7.2.1, 7.2.2 Meas: W

7.1.1.2. Command Post Standards

7.1.1.2.1. Identify requirements for skill level progression in the 1C3X1 career field. STS: 1.1 Meas: W

7.1.1.2.2. Identify duties associated with specific Air Force Specialty Codes (AFSCs). STS: 1.2 Meas: W

7.1.1.2.3. Identify command post controller training requirements. STS: 5.1, 5.2, 5.3  
Meas: W

7.1.1.2.4. Identify characteristics of the Air Force Occupational Safety and Health (AFOSH) Program. STS: 3.1, 3.2, 3.3 Meas: W

7.1.1.2.5. Identify Treaties that may impact U.S. Air Force installations. STS: 12 Meas: W

7.1.1.2.6. Identify requirements for units with a nuclear mission. STS: 2.7, 2.8, 2.9  
Meas: W

#### 7.1.1.3. Information Protection

7.1.1.3.1. Identify basic facts about Information Security (INFOSEC). STS: 2.10 Meas: W

7.1.1.3.2. Identify procedures for controlling classified material. STS: 2.5.1 Meas: W

7.1.1.3.3. Identify procedures for destroying classified material. STS: 2.5.2 Meas: W

7.1.1.3.4. Identify requirements for reporting security violations. STS: 2.5.3 Meas: W

7.1.1.3.5. Identify Top Secret Control Officer (TSCO) procedures. STS: 2.5.4 Meas: W

7.1.1.3.6. Identify procedures for maintaining computer security (COMPUSEC). STS: 8.8 Meas: W

7.1.1.3.7. Identify specific Operations Security (OPSEC) vulnerabilities of AFSC 1C3X1. STS: 2.4.1, 2.4.2 Meas: W

#### 7.1.2. Block II

##### 7.1.2.1. Joint Reporting Structure

7.1.2.1.1. Identify characteristics of the Joint Reporting Structure. STS: 10.13 Meas: W

7.1.2.1.2. Identify requirements for preparing Status of Resources and Training System (SORTS) reports. STS: 11 Meas: W

7.1.2.1.3. Identify requirements for submitting operational reports. STS: 10.13 Meas: W

7.1.2.1.4. Identify procedures for reviewing and distributing Non-EA message traffic. STS: 10.9.1, 10.9.2, 10.10 Meas: W

7.1.2.1.5. Identify general message preparation terms. STS: 10.13 Meas: W

7.1.2.1.6. Using extracts from AFMAN 10-206 and US Message Text Formats (USMTF)

from AFPAM 10-709, VI format an OPREP-3 with no more than three formatting errors and one instructor assist. STS: 10.13 Meas: W/PC

### 7.1.3. Block III

#### 7.1.3.1. ACC Mission Monitoring

7.1.3.1.1. Identify basic facts associated with the processing of deployment orders. STS: 10.6.1, 10.6.2, 10.6.3 Meas: W

7.1.3.1.2. Describe basic facts associated with the processing of Air Tasking Orders (ATO). STS: 10.7 Meas: W

7.1.3.1.3. Identify operational characteristics of Theater Battle Management Core Systems. STS: 8.10.2 Meas: W

7.1.3.1.4. Identify the functions of coordinating agencies. STS: 9.1 Meas: W

7.1.3.1.5. Identify procedures used during all phases of flight. STS: 9.1, 9.2 Meas: W

#### 7.1.3.2. AMC Flight Following

7.1.3.2.1. Using a training scenario, prepare an AMC flight following form with no more than three errors and one instructor assist. STS: 9.1, 9.2 Meas: W/PC

7.1.3.2.2. Using the C2IPS exercise workbook, operate the AMC Command and Control Information Processing System (AMC C2 IPS) with no more than three errors and one instructor assist. STS: 8.7, 8.10.3, 9.2 Meas: W/PC

### 7.1.4. Block IV

#### 7.1.4.1. Operational Procedures

7.1.4.1.1. Identify command post entry control procedures. STS: 2.6.1, 2.6.2, 8.6 Meas: W

7.1.4.1.2. Identify procedures for controlling COMSEC materials. STS: 2.2.1, 2.2.2, 2.2.3, 2.2.5 Meas: W

7.1.4.1.3. Identify procedures used in maintaining Two-Person Integrity (TPI). STS: 2.2.6 Meas: W

7.1.4.1.4. Identify procedures for operating console communications equipment. STS: 8.1, 8.2, 8.5 Meas: W

7.1.4.1.5. Identify characteristics and uses of references systems. STS: 10.11, 10.12 Meas: W



- 7.1.4.1.6. Interpret weather sequences. STS: 8.3, 10.14 Meas: W
- 7.1.4.1.7. Identify procedures for entering required information on the events log. STS: 8.7, 10.1 Meas: W
- 7.1.4.1.8. Identify methods for disseminating command post display information. STS: 8.7, 10.2, 10.14 Meas: W
- 7.1.4.1.9. Identify procedures used to flight follow aircraft through all phases of flight. STS: 9.1, 9.2, 10.11 Meas: W
- 7.1.4.1.10. Identify procedures for assisting in search and rescue operations. STS: 9.3.1, 9.3.2 Meas: W
- 7.1.4.1.11. Identify procedures for completing Quick Reaction Checklists. STS: 10.8 Meas: W
- 7.1.4.1.12. Identify procedures for completing security incident checklists. STS: 2.6.3, 2.6.4, 2.6.5, 10.4, 10.10, 10.12 Meas: W
- 7.1.4.1.13. Identify procedures for conducting a shift changeover briefing. STS: 10.3 Meas: W
- 7.1.4.1.14. Identify procedures for processing Emergency Action Messages (EAMs). STS: 8.6, 10.3, 10.5 Meas: W
- 7.1.5. Block V
- 7.1.5.1. Simulated Operations
- 7.1.5.1.1. Operating as a controller in the command post lab, apply entry control procedures to ensure no unauthorized individuals gain access, with no more than one error and one instructor assist. STS: 2.6.1, 2.6.2, 8.6 Meas: PC
- 7.1.5.1.2. While performing duties as a controller in the command post lab, make required entries in the events log with no more than one error and one instructor assist. STS: 8.7, 10.1 Meas: PC
- 7.1.5.1.3. Given data requiring display updates, maintain command post displays with no more than one error per display, and one instructor assist. STS: 8.7, 9.1, 10.2 Meas: PC
- 7.1.5.1.4. Operating as a command post controller, disseminate weather information with no more than one error and one instructor assist. STS: 8.1, 8.2, 10.14 Meas: PC

7.1.5.1.5. Using Communications Security (COMSEC) training materials, inventory simulated COMSEC materials with no more than one error and one instructor assist. STS: 2.2.3 Meas: PC

7.1.5.1.6. Using the appropriate security checklist, implement appropriate security measures with no more than one error per security incident, and one instructor assist. STS: 2.6.3, 2.6.4, 2.6.5, 8.1, 8.2, 9.1, 10.4, 10.8 10.10, 10.11 Meas: PC

7.1.5.1.7. Given situations requiring the use of Quick Reaction Checklists (QRCs), complete the appropriate QRC with no more than one error per checklist, and one instructor assist. STS: 8.1, 8.2, 9.1, 10.8 Meas: PC

7.1.5.1.8. Given exercise inputs, post information on a grid map with no more than one error and one instructor assist. STS: 10.12 Meas: PC

7.1.5.1.9. Given flight following information for all phases of flight operations, flight follow aircraft with no more than one error per phase, and one instructor assist. STS: 8.1, 8.2, 9.1, 9.2, 10.11 Meas: PC

7.1.5.1.10. While performing duties as a controller in the command post lab, use time reference systems with no more than one error and one instructor assist. STS: 10.11 Meas: PC

7.1.5.1.11. Using Emergency Actions Procedures (EAP) and EA checklists, process Emergency Actions Messages (EAM) with no more than one error and one instructor assist. STS: 8.1, 8.2, 8.6, 9.1, 10.3, 10.5 Meas: PC

7.1.5.1.12. Using a shift changeover checklist, conduct a shift changeover briefing with no more than one error and one instructor assist. STS: 10.3 Meas: PC

7.1.5.1.13. Using a shift changeover checklist, conduct a shift changeover briefing with no more than one error and one instructor assist. STS: 10.3 Meas: PC

7.2. Craftsman Course: E6ACS1C371 000, Command Post Craftsman

7.2.1. Block I

7.2.1.1. Joint Structure

7.2.1.1.1. Determine responsibilities at various levels within the Joint Command Structure. STS: 7.1 Meas: W

7.2.1.2. Supervisory Responsibilities

7.2.1.2.1. Determine acceptable performance standards. STS: 4.4 Meas: W

7.2.1.2.2. Determine procedures for evaluating work performance. STS: 4.5 Meas: W

7.2.1.2.3. Determine procedures for establishing work priorities and scheduling assignments. STS: 4.3 Meas: W

7.2.1.2.4. Using a training scenario, develop a job description with no more than two errors. STS: 4.2 Meas: W/PC

7.2.1.2.5. Identify contents of a Unit Manning Document (UMD). STS: 4.8.1 Meas: W

7.2.1.2.6. Identify contents of a Unit Personnel Management Roster (UPMR). STS: 4.8.2 Meas: W

7.2.1.2.7. Identify contents of an Authorization Change Request (ACR). STS: 4.8.3 Meas: W

### 7.2.1.3. Training Responsibilities

7.2.1.3.1. Given predetermined command post tasks, develop a command post training plan with no more than three errors. STS: 5.6 Meas: W/PC

7.2.1.3.2. Determine requirements for documenting command post training. STS: 5.5 Meas: W

### 7.2.1.4. Command Post Operational Procedures

7.2.1.4.1. Using a training scenario, develop a command post quick reaction checklist with no more than two errors. STS: 6.3 Meas: W/PC

7.2.1.4.2. Identify procedures used to establish command post communications systems requirements. STS: 8.9.1 Meas: W

7.2.1.4.3. Determine required documentation for communications systems requirements. STS: 8.9.2 Meas: W

### 7.2.1.5. Flying Operations

7.2.1.5.1. Determine the responsibilities and functions of flight following agencies. STS: 9.1 Meas: W

7.2.1.5.2. Determine the various methods of flight following used in given situations. STS: 9.2 Meas: W

## 7.2.2. Block II

### 7.2.2.1. Security Programs

7.2.2.1.1. Identify requirements for implementing unit security programs. STS: 2.1.1 Meas: W

7.2.2.1.2. Identify processes for evaluating the effectiveness of unit security programs. STS: 2.1.2 Meas: W

#### 7.2.2.2. Operations Security

7.2.2.2.1. Identify specific OPSEC vulnerabilities in the 1C3X1 career field. STS: 2.4.1 Meas: W

7.2.2.2.2. Identify categories of Critical Information (CI). STS: 2.4.2 Meas: W

#### 7.2.2.3. Maintaining Classified Materials

7.2.2.3.1. Determine methods used to control classified information. STS: 2.5.1 Meas: W

7.2.2.3.2. Determine methods used to destroy classified materials. STS: 2.5.2 Meas: W

7.2.2.3.3. Identify methods for reporting security violations. STS: 2.5.3 Meas: W

7.2.2.3.4. Using a training scenario, develop a Top Secret Control Officer account. STS: 2.5.4 Meas: W/PC

#### 7.2.2.4. Communications Security (COMSEC)

7.2.2.4.1. Determine steps used to identify a unit's COMSEC requirements. STS: 2.3.1 Meas: W

7.2.2.4.2. Using a training scenario, develop a Communications Security (COMSEC) Emergency Plan with no more than two errors. STS: 2.3.2 Meas: W/PC

7.2.2.4.3. Using a training scenario, document the receipt of COMSEC material. STS: 2.2.1 Meas: W/PC

7.2.2.4.4. Using a training scenario, establish procedures for Issuing COMSEC material. STS: 2.2.2 Meas: W/PC

7.2.2.4.5. Using a training scenario and AFCOMSEC Form 16, inventory COMSEC material. STS: 2.2.3 Meas: W/PC

7.2.2.4.6. Determine the proper method of destruction for various types of COMSEC Materials. STS: 2.2.5 Meas: W

## **Section C - Support Material Requirements**

NOTE: There are currently no support material requirements. This area is reserved.

### ***Section D - Training Course Index***

8. Purpose. This section of the CFETP identifies training courses available for the specialty. Refer to AFCAT 36-2223, USAF Formal Schools, for information on all courses listed on this index.

#### **9. Air Force In-Residence Courses.**

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
E3ABR1C331 008	Command Post Apprentice	Keesler AFB, MS
E3AZP1C371 000	Joint Nuclear Command and Control	Offutt AFB, NE

#### **10. Mobile Training Teams**

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
E4OST1C351 000	SORTS Data Handler Course	Host Site

#### **11. MAJCOM Courses**

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
V3AZP1C351 002	Emergency Action Control IQT Course	Schriever AFB, CO
Y120021	ACC Unit C2 Trainers Course	Dyess AFB, TX
Y120034	ACC CP Management Orientation Course	Dyess AFB, TX
Y120025	ACC Unit C2 Reports Course	Dyess AFB, TX
Y120031	USAF STARS Operations Course	Dyess AFB, TX
AMC FIXED C-2	AMC Fixed Command and Control	Fort Dix, NJ
USAFE-C2	USAFE Command and Control	Ramstein AB, GE
USAFE-TRAINER	USAFE C2 Trainers Course	Ramstein AB, GE
E5AZG1C371 000	Maritime Search and Rescue Coordinator	Yorktown, VA
E5AZG1C371 001	Inland Search and Rescue Coordinator	Yorktown, VA

#### **12. Distance Learning Courses**

<u>Course Number</u>	<u>Course</u>	<u>USER</u>
CDC 1C351	Command Post Journeyman	AF
E6ACS1C371 000	Command Post Course	AF

*Section E - MAJCOM Unique Requirements*

**NOTE:** There are currently no MAJCOM unique requirements. This area is reserved.